

MODEL K-8 DUAL SPEED PORTABLE TRANSCRIPTION RECORDER. 15 MIN. ON ONE SIDE OF 13-1 <sup>7</sup> / <sub>4</sub> " BLANK...	\$345.00
SHURE MULTI-IMPEDENCE DYNAMIC MICROPHONE.....	65.00
ELECTRO-VOICE MICROPHONE STAND.....	22.00
SNYDER MICROPHONE STAND, BOOM AND COUNTERWEIGHT..	19.00
ASTATIC CRYSTAL MICROPHONE (FOR FILTER MIKE).....	12.00
ASTATIC SPECIAL CUSTOM BUILT MICROPHONE.....	20.00
HI-PASS, LO-PASS SOUND EFFECTS FILTER. (PRODUCES AUDIO FREQUENCIES TO SIMULATE TELEPHONE, CONSCIENCE, SPIRIT VOICES, ETC. BUILT TO CBS SPECIFICATIONS)....	240.00
CUSTOM BUILT MIXERS AND TURNTABLES (DUAL SPEED) TWO 16" PLAYBACKS, SPECIAL PRE-AMPLIFIERS AND MIXERS REGULATE VOLUME OF ALL SOUND EFFECTS, MIKES. PRICE DOES NOT INCLUDE DESIGN OR CONSTRUCTION COSTS. IN PORTABLE CASE 38" X 22" X 10". (60 POUNDS).....	300.00
COMPLETE SOUND EFFECTS LIBRARY (IN TEN CASES) Mfg. by T.J.VALENTINO, INC., NEW YORK. OVER 1000 SOUND EFFECTS, MUSICAL BRIDGES, FANFARES, MOOD MUSIC, ETC.	191.10
FOUR SAPPHIRE CUTTING NEEDLES @ \$5.50.....	22.00
MISC. PARTS, INCLUDING MIKE CORDS, A.C. CORDS, JACKS, CHEST ADAPTOR FOR MIKE, EARPHONES, SPEAKER VC., ETC.. APPROX. VALUE....	40.00

25% DISCOUNT

8957.00

TOTAL .....\$1276.10





Edward N. DaCosta  
RD #1 Collegeville  
Phoen. 6233

---

Business Phone: WA 26030





**INFORMATION BLANK CONCERNING  
THE ORGANIZATION AND ADMINISTRATION OF SCHOOL, COLLEGE,  
AND UNIVERSITY OWNED AND OPERATED RADIO STATIONS.**

**PART ONE: LEGAL AND FINANCIAL CONTROL**

1. Type of radio operation? (Check the answers in the blanks at the left of the question.)  
☐ AM.  
☐ FM.  
☐ Television.  
☐ Wired-wireless.
2. Legal owners of the station? -----
3. Operation time? (Check the answers in the blanks at the left of the questions.)  
☐ Total hours per day?  
☐ Total days per week?
4. State the amount of income from each of the following sources: (Item "d" will apply only to stations with commercial licenses and to certain IBS stations.)
  - a. State, institutional, or school, appropriations .....\$-----
  - b. Recording income .....\$-----
  - c. Rental of facilities .....\$-----
  - d. Sale of time .....\$-----
  - e. Other sources .....\$-----
5. State the total amount of the station's expenditure budget for the twelve months' period that made up your 1946-47 financial year. ....\$-----
6. State the amount of the station's expenditure budget which was spent on each of the following items: ("Selling Expense" will apply only to those stations with commercial licenses and to certain IBS stations.)
  - a. General and Administrative Expense .....\$-----
  - b. Program Expense .....\$-----
  - c. Promotion Expense .....\$-----
  - d. Selling Expense .....\$-----
  - e. Technical Expense .....\$-----
  - f. Other Expense .....\$-----
7. Check the method, or methods, used to pay for faculty participation in station programs.  
☐ From the station budget.  
☐ Indirectly, not from the station budget, but by allowances on teaching load.  
☐ Assigned by other Departments or Agencies of the school, college, or university, from duties other than teaching.  
☐ Entirely unpaid.  
☐ Other methods.

**PART TWO: ADMINISTRATIVE CONTROLS**

1. By filling in the appropriate blanks describe the status of the institutional officer specifically in charge of the radio station:
  - a. Title .....
  - b. Faculty member .....
  - c. State rank, if faculty member .....
  - d. Staff member .....
  - e. Full-time assignment .....
  - f. Part-time assignment .....
2. State the name of the Department, Division, School, or College to which the institutional officer specifically in charge of the radio station is assigned.  
-----
3. Give the title of the administrator who heads the Department, Division, School, or College to which the radio executive is assigned.  
-----
4. The basic objectives of station policy are formulated by: (Check the blanks which indicate the procedure followed in your station.)  
☐ Decision of the Board of Control, Board of Curators, Board of Regents, or Board of Education.  
☐ Decision of the President, Superintendent, or other chief executive officer who was appointed by the Board of Control as its chief administrator.  
☐ Decision of the Head of the Department, Division, School, or College under whose jurisdiction the station operates.  
☐ Decision of the school, college, or university Radio Committee.  
☐ Decision of the institutional officer specifically charged with the administration of the radio station.  
☐ Decision based on factors including the opinions of station staff members.  
☐ Other methods.



5. List the station's primary educational objectives:

-----

-----

-----

-----

-----

**PART THREE: STATION ORGANIZATION AND ADMINISTRATION**

1. Describe the size of the station staff by writing the number of persons in each category in the blanks at the left of the following statements:

- ( ) Faculty members, full-time.
- ( ) Faculty members, part-time.
- ( ) Staff members, full-time.
- ( ) Staff members, part-time.
- ( ) Students receiving pay for part-time.
- ( ) Students, non-paid, working on class assignments.
- ( ) Students, non-paid, working on extra-curricular assignments.
- ( ) Students, non-paid, working on campus station assignments.
- ( ) Advisory personnel, paid, part-time.
- ( ) Others.

2. Key for answering Question # 2

The following letters represent personnel classification:

- a. Faculty members, full-time.
- b. Faculty members, part-time.
- c. Staff members, full-time.
- d. Staff members, part-time.
- e. Students, paid assistants.
- f. Students, unpaid assistants.
- g. Others.

Describe your staff organization by placing, from above, the correct letters representing personnel classification, in the blanks at the left of those Departments which function in your station. (You may need more than one letter to describe the personnel situation in the various Departments. This will indicate the classification of personnel in each Department, it will not describe the number in each Department.)

- |  |                                     |
|--|-------------------------------------|
| ( ) Advertising Department.  | ( ) Program Development Department. |
| ( ) Audience Promotion Department.                                 | ( ) Production Department.          |
| ( ) Continuity Acceptance Department.                              | ( ) Promotion Department.           |
| ( ) Continuity Department, Commercial Copy.                        | ( ) Public Relations Department.    |
| ( ) Continuity Department, Dramatic and Music Copy.                | ( ) Public Service Department.      |
| ( ) Engineering Department.  | ( ) Research Department.            |
| ( ) Mail, File, and Mimeograph Department.                         | ( ) Sales Department.               |
| ( ) Music Department.  | ( ) Secretarial Department.         |
| ( ) News and Special Events Department.                            | ( ) Sound Effects Department.       |
| ( ) Personnel Department.  | ( ) Sports Department.              |
| ( ) Program Department (Including Agriculture and Home Economics). | ( ) Supervision of Announcing.      |
|  | ( ) Traffic Department.             |
|  | ( ) Other Departments.              |

3. The following records are kept relative to station operation: (Check the blanks at the left of the statements which apply to your station.)

- ( ) Annual reports to the administrative head of the school, college or university.
- ( ) Program logs.
- ( ) Reports of annual inventory.
- ( ) Reports of conferences with the Head of the Department, Division, School, or College under whose administrative jurisdiction the station operates.
- ( ) Reports of program supervision.
- ( ) Reports of station staff meetings.
- ( ) Reports of technical staff.
- ( ) Reports to the Board of Control, Board of Regents, Board of Curators, or Board of Education.
- ( ) Reports required by the Federal Communications Commission.
- ( ) Reports to the Federal Collector of Internal Revenue.
- ( ) Reports to the Radio Committee of the school, college, or university.
- ( ) Other records.



#### PART FOUR: ORGANIZATION AND ADMINISTRATION OF PROGRAMMING

1. State the title of the individual, or committee, or agency, or combination of these which determines:
  - (a) The type of programs being broadcast.  
-----
  - (b) The actual content of the programs being broadcast.  
-----
2. In the blanks at the left of the various program types, indicate the number of fifteen-minute programs devoted weekly to each of the following types:
  - ( ) Agriculture.
  - ( ) Audience Participation.
  - ( ) Broadcasts specifically for classroom use.
  - ( ) Children's Programs not specifically for classroom use.
  - ( ) Drama.
  - ( ) Documentaries.
  - ( ) Forums.
  - ( ) Music, classical and semi-classical.
  - ( ) Music, popular.
  - ( ) News.
  - ( ) Religion.
  - ( ) Special Events.
  - ( ) Sports.
  - ( ) Talks.
  - ( ) Variety.
  - ( ) Weather.
  - ( ) Others.
3. How many fifteen minute periods per week are devoted to the following specific school areas: (Indicate the number in the blanks at the left of those school areas which are served by your station.)
  - ( ) Elementary school.
  - ( ) Junior high school.
  - ( ) Senior high school.
  - ( ) Junior college.
  - ( ) Senior college.
  - ( ) Professional school.
  - ( ) Extension.
  - ( ) In-service training of teachers.
  - ( ) Teachers' meetings.
  - ( ) Adult education as general education.
  - ( ) Adult education as vocational education.
  - ( ) Other school areas.
4. (a) List the programs which were removed from your program schedule during the last year because they did not measure up to the program standards of your station.  
-----  
-----  
-----  
(b) State the title of the individual, or committee, or agency, or combination of these which made the decision to remove these programs from the program schedule of the station.  
-----
5. List the subject matter fields in which, this year, credit is being given for course work taken by radio. List the number of students enrolled, this year, in each of these courses.

<u>(Courses.)</u>	<u>(Number of students.)</u>
-----	-----
-----	-----
-----	-----
-----	-----
6. Does your station exchange programs with other stations?
  - ( ) Yes.
  - ( ) No.
7. Is program exchange a regular part of the programming operation of your station?
  - ( ) Yes.
  - ( ) No.
8. Is program exchange an intermittent and relatively unplanned part of the programming activity of your station?
  - ( ) Yes.
  - ( ) No.
9. What types of programs are now contemplated but not currently scheduled because of:
  - (a) Limitations due to lack of personnel?  
-----
  - (b) Limitations due to lack of equipment?  
-----
  - (c) Limitations due to lack of funds?  
-----



## PART FIVE: PERSONNEL POLICIES

1. What are the qualifications upon which non-student employees are selected? (Check the blanks at the left of those statements which apply.)
  - ☐ Education, less than college degree.
  - ☐ Education, bachelor's degree.
  - ☐ Education, graduate work.
  - ☐ Specialized training in radio.
  - ☐ Radio experience.
  - ☐ Personality and character factors.
  - ☐ Secretarial skill.
  - ☐ Other standards.
2. The following employment conditions are operative: (Check the blanks at the left of those statements which apply.)
  - ☐ There is a salary schedule.
  - ☐ There is no provision for salary increases.
  - ☐ Salary increases are granted automatically.
  - ☐ Employees are protected through tenure.
  - ☐ Employees are protected through a retirement plan.
  - ☐ Employees are granted sick leave.
  - ☐ Employees are given a yearly vacation with pay.
  - ☐ Employees are given sabbatical leave.
  - ☐ There is no definite starting salary; the starting salary is based on individual bargaining.
  - ☐ The hours of work per week are definitely stated and rigidly followed.
  - ☐ Other employment conditions.
3. List the conditions which determine for station personnel:
  - (a) Continued employment.  
-----
  - (b) Salary advancement.  
-----
  - (c) Advancement in rank.  
-----

## PART SIX: PROMOTION POLICIES AND AUDIENCE MEASUREMENT

1. State the title of the individual, or committee, or agency, or combination of these which determines the station's promotional policies. -----
2. State the title of the individual, or committee, or agency, or combination of these which has charge of the station's promotional activities. -----
3. Audience promotion activities include the following: (Check the blanks at the left of those statements which are indicative of the activities of your station.)
  - ☐ Advertising over commercial radio stations.
  - ☐ Advertising over your radio station.
  - ☐ Billboard and display advertising.
  - ☐ Furnishing copies of talks.
  - ☐ Furnishing free bulletins.
  - ☐ Inviting listeners to conference with school, college, or university faculty and staff members.
  - ☐ Magazine advertising.
  - ☐ Making activity assignments.
  - ☐ Making reading assignments.
  - ☐ Newspaper advertising.
  - ☐ Making supplementary materials available to teachers and to other groups.
  - ☐ Publication of a program log.
  - ☐ Prizes.
  - ☐ Soliciting questions from the radio audience.
  - ☐ Speakers appearing before audiences in the coverage area.
  - ☐ Use of the magazine of the school, college, or university.
  - ☐ Use of the newspaper of the school, college, or university.
  - ☐ Use of the publications of the alumni organizations.
  - ☐ Use of the publications of "special interest groups."
  - ☐ Use of the regular bulletins of the school, college, or university.
  - ☐ Use of special promotional literature regarding certain programs.
  - ☐ Other promotion methods.
4. How many names are on your station's mailing list? -----
5. Which of the following audience measurement devices are used:
  - ☐ Diary method.
  - ☐ Electrical device attached to the listener's radio.
  - ☐ Personal interview survey.
  - ☐ Post card survey.
  - ☐ Telephone survey.
  - ☐ Other methods.
6. How frequently is audience size measured? -----



Telephone(Cont)	Estimated-	Actual	
Ardmore 5042	\$ 67.49	\$ 87.65	
TOTALS	\$ 185.27	\$ 185.71	
		<u>185.27</u>	
	AMOUNT SPENT MORE THAN EST.	\$ 00.44	
**TOTAL EXPENDITURES	\$ 218.27	\$ 299.80	
	<u>393.09</u>	<u>542.09</u>	
***Grand TOTALS	\$ 611.36	\$ 841.89	
		<u>611.36</u>	
****TOTAL AMT. SPENT MORE THAN ESTIMATED----		\$ 230.53	\$230.53 ***
Debit- Balance of Bryn Mawr loan-----	\$ 34.48	\$ 34.48	
Total of all expenses(1945-1946)-----	\$ 376.37		
Total of all income (1945-1946)-----	\$ 676.61		
Actual deficit of WHAV (1945-1946)-----	\$ 199.76		\$199.76*****







March 12, 1917

My dear Mr. Newman:

Thank you for

your letter of the 10th inst. regarding the matter of the

order for the purchase of the book "The History of the

United States of America" by John P. Newman.

I am sorry that

the book is not

Yours truly,

COPIES



COOD



**Wnew** 565 fifth avenue  new york 17, n.y.

*office of the director  
programs and operations*

October 28, 1947

Mr. Kenneth R. Blum, Publicity Director  
Radio Station WHRC  
Haverford College  
Haverford, Pennsylvania

Dear Ken:

I have arranged to send you a transcription  
of our "Little Songs on Big Subjects". The disc  
is free and there are no charges whatsoever.


Could you let us hear from you concerning  
any reaction on the campus that you get.

Very truly yours,



Ted Cott  
Director of Programs

TC:js

 1130 on your dial  
24 hours a day







# INSTITUTE FOR DEMOCRATIC EDUCATION, Inc.

415 LEXINGTON AVENUE

NEW YORK 17, N. Y.

MURRAY HILL 2-6349

## DIRECTOR

HOWARD M. LESOURD, DEAN  
*Boston University*

## PROGRAM DIRECTOR

HAROLD FRANKLIN



## BOARD OF GOVERNORS ◆

JAMES R. ANGELL  
*Public Service Counsellor  
National Broadcasting Company*

WILLIAM D. BOUTWELL  
*Scholastic Magazine*

LYMAN BRYSON  
*Counsellor on Public Affairs  
Columbia Broadcasting System*

PHILLIPS CARLIN  
*Vice-President,  
Mutual Broadcasting System*

NORMAN CORWIN  
*Columbia Broadcasting System*

EARL J. GLADE  
*Mayor, Salt Lake City  
Vice-Pres., Station KSL*

GEORGE F. KEARNEY  
*The Ledger Syndicate*

REV. WILLIAM C. KERNAN  
*Director, Institute for  
American Democracy, Inc.*

RUFUS VON KLEINSMID  
*President, University of  
Southern California*

PAUL LAZARSFELD  
*Director, Office of Radio Research  
Columbia University*

DAVID H. LITTER  
*President, D. H. Litter Company  
New York, N. Y.*

DANIEL L. MARSH  
*President, Boston University*

CLYDE R. MILLER  
*Professor, Teachers College  
Columbia University*

M. HUGHES MILLER  
*American Education Press, Inc.*

G. BROMLEY OXNAM, BISHOP  
*Methodist Church, New York Area*

BRUNO RANDOLPH  
*Peck Advertising Agency  
New York, N. Y.*

WILLIAM F. ROSENBLUM  
*Rabbi, Temple Israel  
New York*

ROBERT SAUDEK  
*Director, Public Service Division,  
American Broadcasting Company, Inc.*

RALPH W. SOCKMAN  
*Minister, Christ Church  
New York*

HARRISON B. SUMMERS

I. KEITH TYLER  
*Director of Radio Education  
Ohio State University*

JULIUS E. WARREN  
*Superintendent of Schools  
University City, Missouri*

October 31, 1947

Mr. Kenneth R. Blum  
Publicity Director  
Station WHRC  
Haverford College  
Haverford, Pa.

Dear Mr. Blum:

In accordance with your request, I am sending you today via Railway Express a disc containing the "Little Songs on Big Subjects".

This transcribed program material is produced as a public service, and is offered without charge to radio stations for broadcast as a non-commercial feature.

I would very much appreciate your letting us know how many times daily or weekly you will broadcast it and during what period. If I have this information, I can advise people in your area who are interested in our work, and who may be of some assistance in publicizing the broadcasts.

I very much appreciate your interest and cooperation.

Sincerely yours,

*Harold Franklin*

Harold Franklin  
Program Director

HF:fg

P.S. This material is being sent to you at the request of Mr. Ted Cott of station WNEW, since our organization is currently distributing the one-minute jingles.







# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

-----  
RETURN AFTER FIVE DAYS

OFFICIAL BUSINESS

W. A. PIKE  
CHIEF RADIO & TELEVISION SERVICE

VETERANS ADMINISTRATION  
5000 WISSANICKON AVE.  
PHILADELPHIA 1 PENN.

FL3-3

May 1946

Replaces Form 3202, which may be used

U. S. GOVERNMENT PRINTING OFFICE : 1946—O-705342—369





VETERANS ADMINISTRATION, BRANCH OFFICE No. 3

128 NORTH BROAD STREET

PHILADELPHIA 2, PENNSYLVANIA

OFFICIAL BUSINESS

RETURN AFTER FIVE DAYS

5000 WISSAHICKON AVENUE

PHILADELPHIA 1, PENNSYLVANIA

SECRETARY  
STATION W H A V  
HAVERFORD COLLEGE  
HAVERFORD PA

PENALTY FOR PRIVATE USE TO AVOID

PAYMENT OF POSTAGE, \$300  
BUILT YOUR FUTURE  
(PMGC)

WISELY, SAFELY  
U.S. SAVINGS BONDS



NEV.

RETURN V. A.  
TRANSCRIPTIONS  
END OF BROADCASTING  
YEAR - USE THESE  
LABELS FOR  
POSTAGE.

AK.





# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

---

RETURN AFTER FIVE DAYS

OFFICIAL BUSINESS

W. A. PIRE  
CHIEF CLERK & RETURNED MAILER

VETERANS ADMINISTRATION  
5000 VETERANS AVE.  
DALLAS, TEXAS

FL3-3

May 1946

Replaces Form 3202, which may be used

U. S. GOVERNMENT PRINTING OFFICE : 1946—O-705342—369





# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

-----  
RETURN AFTER FIVE DAYS

-----  
OFFICIAL BUSINESS

W. A. PIKE  
CHIEF RADIO & TELEVISION SECTION  
VETERANS ADMINISTRATION

5000 WISSAHICKON AVE.  
PHILADELPHIA 1 PA.

FL3-3

May 1946

Replaces Form 3202, which may be used

U. S. GOVERNMENT PRINTING OFFICE : 1946—O-705342—369





May 4, 1948

Cap + Bells assumes all responsibility  
for equipment borrowed from WHRC for use  
in "The Man Who Came to Dinner."

Charles E. Milburt

Stage Manager



(Claude) Yes, Guy, come help us growl.  
— (You hunt. At sound of key turning in lock you react with fear.)  
(Soldier) He whom you call Guy shall come with us.  
— (You fight, kick, scream. Soldiers pull you out.)

May 7, 1948

To the Administration:

Mr. Marshall:

The Station HRC is sponsoring a Vic Dance  
in the Common Room, Friday evening, May 9, 1948.  
The dance will take place immediately following the  
play "The Man Who Came to Dinner" i.e. approx. 10:45

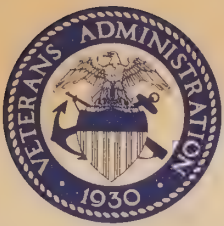
Mr. and Mrs. Assensio are sponsoring. There will  
be no charge for admission or refreshments.

Closing 12<sup>30</sup>

R. E. Russell







VETERANS ADMINISTRATION

Branch Office No. 3  
5000 Wissahickon Avenue  
Philadelphia 1, Pa.

YOUR FILE REFERENCE:

May 10, 1948

IN REPLY REFER TO: PHADR

Program Director  
Radio Station WHRC  
Haverford College  
Haverford, Penna.

REC'D MAY 12  
+ BOTH SERIES E.T.  
ANDY

Dear Sir:

Under separate cover we are sending you the 7th series of "Here's to Veterans". Attached please find program notes and blanks for your closing announcement, together with a return franked sticker to be used in forwarding to this office those issues already presented.

We have placed your name on the list of stations to receive the 8th series of "Here's to Veterans", and will forward them when available.

Many thanks for your continued cooperation.

Yours very truly,

W. A. Pike

W. A. PIKE  
Assistant Chief for Radio and Television  
Information Division

Enclosures





FILE

INSTITUTE FOR DEMOCRATIC EDUCATION, Inc.

415 LEXINGTON AVENUE

NEW YORK 17, N. Y.

MURRAY HILL 2-6349

May 12th, 1948

REC-7  
May 16, 1948  
[Signature]

DIRECTOR

HOWARD M. LeSOURD, DEAN  
Boston University

PROGRAM DIRECTOR

HAROLD FRANKLIN

BOARD OF GOVERNORS

JAMES R. ANGELL  
Public Service Counsellor  
National Broadcasting Company

WILLIAM D. BOUTWELL  
Scholastic Magazine

LYMAN BRYSON  
Counsellor on Public Affairs  
Columbia Broadcasting System

PHILLIPS CARLIN  
Vice-President,  
Mutual Broadcasting System

NORMAN CORWIN  
Columbia Broadcasting System

EARL J. GLADE  
Mayor, Salt Lake City  
Vice-Pres., Station KSL

GEORGE F. KEARNEY  
The Ledger Syndicate

REV. WILLIAM C. KERNAN  
Director, Institute for  
American Democracy, Inc.

RUFUS VON KLEINSMID  
President, University of  
Southern California

PAUL LAZARSFELD  
Director, Office of Radio Research  
Columbia University

DAVID H. LITTER  
President, D. H. Litter Company  
New York, N. Y.

DANIEL L. MARSH  
President, Boston University

CLYDE R. MILLER  
Professor, Teachers College  
Columbia University

M. HUGHES MILLER  
American Education Press, Inc.

G. BROMLEY OXNAM, BISHOP  
Methodist Church, New York Area

BRUNO RANDOLPH  
Peck Advertising Agency  
New York, N. Y.

WILLIAM F. ROSENBLUM  
Rabbi, Temple Israel  
New York

ROBERT SAUDEK  
Director, Public Service Division,  
American Broadcasting Company, Inc.

RALPH W. SOCKMAN  
Minister, Christ Church  
New York

HARRISON B. SUMMERS

I. KEITH TYLER  
Director of Radio Education  
Ohio State University

JULIUS E. WARREN  
Superintendent of Schools  
University City, Missouri

RADIO STATION MANAGERS AND PROGRAM DIRECTORS:

The Institute For Democratic Education is pleased to offer you -- as one of the 633 stations which has carried the first transcribed one-minute jingles, "LITTLE SONGS ON BIG SUBJECTS", -- five newly transcribed "LITTLE SONGS..." before they are released to stations generally throughout the United States.

The five new songs, like the first group, were written by Hy Zaret and Lou Singer and were produced and originally broadcast by Station WNEW, New York. Included with the five new songs on a double-faced, 12-inch disc is the first group, making a total of ten one-minute "LITTLE SONGS ON BIG SUBJECTS".

A survey taken by the Institute when the 500th radio station aired the "LITTLE SONGS ON BIG SUBJECTS" revealed that the jingles had been integrated into all phases of radio broadcasting, having been incorporated into musical, dramatic, news, and disc-jockey shows.

For their all-around excellence and timeliness, the "LITTLE SONGS..." have won for themselves many awards and commendations. Among these are the New York Times Honor Roll "for an outstanding contribution in radio in 1947", a "Citation of Distinguished Merit" from the National Conference of Christians and Jews for promoting better "understanding and harmony among groups of American people", the recommendation of the New York Peabody Award Committee, an award from Billboard, and a Special Award at Ohio State University's recent Institute for Education by Radio.

We hope that you will again join us in bringing these jingles to your radio audience as a public service feature. Fill in and return the enclosed post card and a disc containing the second group of "LITTLE SONGS ON BIG SUBJECTS" will be sent to you without charge.

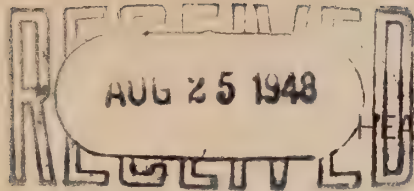
Sincerely yours,

*Harold Franklin*  
Harold Franklin  
Program Director

HF:ssm  
enc.







to WHAV

2322ND ASU  
U. S. ARMY & U. S. AIR FORCE  
HEADQUARTERS PENNSYLVANIA RECRUITING DISTRICT  
13 SOUTH 13th STREET  
PHILADELPHIA 7, PENNSYLVANIA

24 August 1948.

Dr. S. Emlin Stokes  
President, Haverford College  
Haverford, Penna.

Dear Dr. Stokes:

Information has reached this Headquarters that your College has it's own radio station, which regularly broadcasts various programs to a listening audience made up of your student body.

We are extremely interested in learning certain facts about your station, with a view towards possibly placing certain Army and Air Force Recruiting shows on its programming.

We seek your cooperation in answering the following questions:

- a. What are the call letters of your station?
- b. What is the name and address of the person in charge of programming?
- c. Does your station belong to the Ivy or the Intercollegiate System?
- d. Does your station use any of the Army and Air Force Recruiting Shows which may be furnished to you from Washington, D. C. If so, on what day and at what time is the show used?
- e. What is your estimated listening audience?

Thank you very much for whatever information you may be able to furnish us.

Very truly yours,

*Ronald S. Hallowell*

RONALD S. HALLOWELL

1st. Lt., USAFR

Public Information Officer

ANSWERED  
SEPT 23 48  
*Army Recruiting*



# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

---

RETURN AFTER FIVE DAYS

OFFICIAL BUSINESS

MR. JOHN F. RADOWICH  
INFORMATION SERVICE REPR.  
VETERANS ADMINISTRATION  
5000 WISSAHICKON AVE.  
PHILA. PA.

VA FORM  
SEP 1948

3-3015

Existing stocks of FL 3-3, May 1946, will be used.





# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

---

RETURN AFTER FIVE DAYS

OFFICIAL BUSINESS

MR. JOHN F. RADOWICH  
INFORMATION SERVICE REPR.  
VETERANS ADMINISTRATION  
5000 WISSAHICKON AVE.  
PHILA. PA.

VA FORM  
SEP 1948

3-3015 Existing stocks of FL 3-3, May 1946, will be used.





# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

---

RETURN AFTER FIVE DAYS

OFFICIAL BUSINESS

MR. JOHN F. MADOWICH  
IN. CAMPTON SERVICE REPR.  
VETERANS ADMINISTRATION  
5000 WISSAHICKON AVE.  
PHILA. PA.

VA FORM  
SEP 1948

**3-3015**

Existing stocks of FL 3-3, May 1946, will be used.



# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

---

RETURN AFTER FIVE DAYS

OFFICIAL BUSINESS

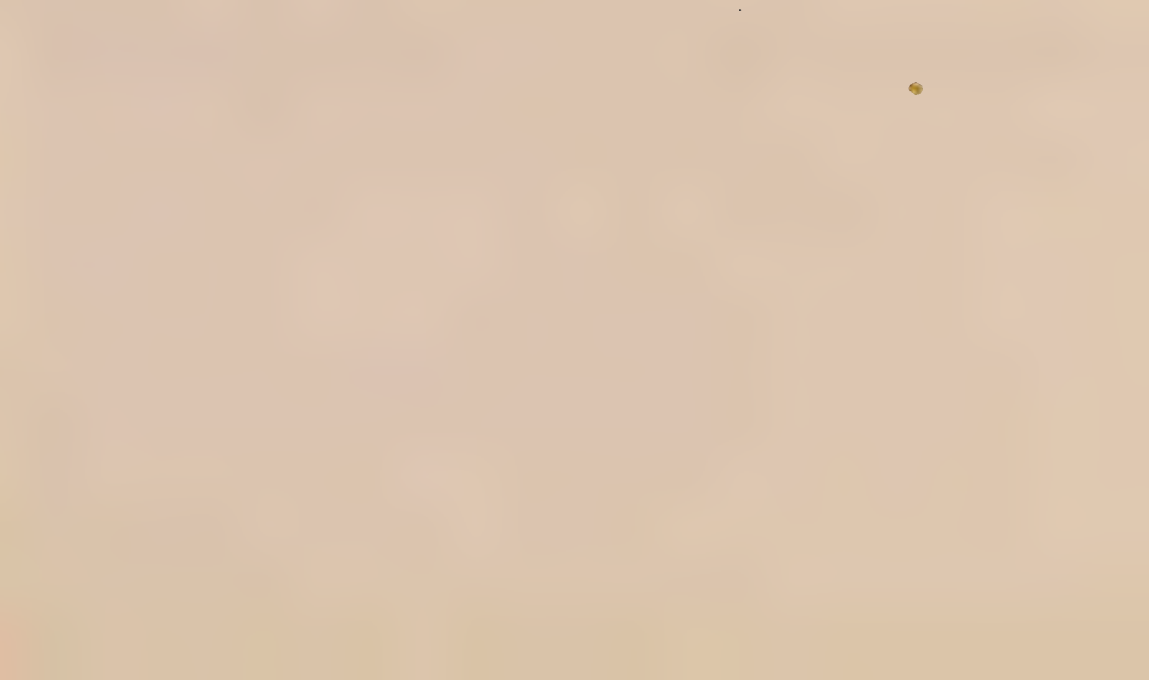
JOHN RADOWICH  
INFORMATION SERVICE  
VA. DISTRICT OFFICE  
5000 WISSANICKON AVE.  
PHILADELPHIA 1 PA.

VA FORM  
SEP 1948

**3-3015**

Existing stocks of FL 3-3, May 1946, will be used.





# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

-----  
RETURN AFTER FIVE DAYS

OFFICIAL BUSINESS

JOHN RADOWICH  
INFORMATION SERVICE  
VA. DISTRICT OFFICE  
5000 WISSANICKON AVE.  
PHILADELPHIA 1 PA.

VA FORM  
SEP 1948

3-3015

Existing stocks of FL 3-3, May 1946, will be used.



# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

---

RETURN AFTER FIVE DAYS

OFFICIAL BUSINESS

JOHN RADOWICH  
INFORMATION SERVICE  
VA. DISTRICT OFFICE  
5000 WISSANICKON AVE.  
PHILADELPHIA 1 PA.

VA FORM  
SEP 1948

3-3015

Existing stocks of FL 3-3, May 1946, will be used.





For more information on UN ETs write to..  
Miss Dorothy Lewis  
Coordinator, US Station Relations  
UN Radio  
Lake Success, N.Y.

Please send Station Activity resume fast



DEPARTMENT OF THE NAVY  
OFFICE OF PUBLIC RELATIONS  
WASHINGTON

January 19, 1949

Dear Station Manager:

The United States Navy is pleased to announce "THE EDDY DUCHIN SHOW" for the enjoyment of your listeners. This series of thirteen transcribed programs for weekly broadcast is one we feel you will be proud to present on your public service schedule. It is produced in the interest of officer procurement and Naval Reserve recruiting.

Programs will feature Eddy Duchin and his Orchestra and feminine guest vocalists Jane Froman, Georgia Gibbs, Kay Armand, Eugenie Baird and others of equal stature in the entertainment world. Ken Roberts, the announcer, and Eddy Duchin, a war-time Navy Lieutenant Commander, will incorporate informal Navy messages into the program.

Here are the facts. The series is for presentation weekly beginning the first week in March. Length, 14:30 including open end for Navy announcements of particular interest to your community. This program has been made possible through the cooperation of the AFM, AFRA, ASCAP, and BMI, all of whom have granted clearances. Available pressings limit distribution. If you desire to schedule the series beginning the first week of March, return the enclosed postcard immediately. You will be notified promptly whether or not your request is received in time to be included in the initial list of stations to carry the program. The series of thirteen programs will be forwarded to you in two mailings.

You undoubtedly will want to carry this excellent public service program --perhaps as a dinner hour feature -- and thus assure for your listeners the outstanding entertainment of "THE EDDY DUCHIN SHOW", presented by the United States Navy.

Mail the enclosed postcard today.

With all good wishes and thanks for your many courtesies to the Navy in the past.

Sincerely,

*E. C. Ewen*

E. C. EWEN  
Rear Admiral, U. S. Navy  
Chief of Public Relations

*AM 1/31/49  
M. M. C. 1/31/49*





**PHILADELPHIA  
FELLOWSHIP  
COMMISSION**

★ 260 SO. 15th STREET, PHILADELPHIA 2, PA.

January 25, 1949

Pennypacker 5-9739  
5-9740

Mr. Andrew Knowlton  
Station WHRC  
Haverford College  
Haverford, Pa.

Dear Mr. Knowlton:

Mrs. Ethel Fogel, Chairman of our Radio Promotion Committee, has advised us that you are interested in re-broadcasting the "Within Our Gates" programs on your campus radio station, and we are happy to cooperate in working out a series of programs with you.

"Within Our Gates," which this month observes its fifth anniversary on the air, is presented every Sunday morning on Station WFIL by the Philadelphia Fellowship Commission. In that time it has presented several hundred original radio dramatizations pointing up the contributions of outstanding personalities of every race, religion and nationality to all mankind. Among the well-known subjects that have been broadcast are Wendell Willkie, Dr. George Washington Carver, Father Flannagan, Judah Touro, Franklin D. Roosevelt, Dr. Charles Drew, Father George La Combe, Chaim Weizmann, Ernie Pyle, Marian Anderson, Father Damien, Louis Marshall and many others.

We are enclosing a list of the subjects which have been presented on "Within Our Gates." Scripts are available for all the programs, and transcriptions are available for those subjects circled in red. There is no charge for the use of either the scripts or transcriptions. The only thing that is required is a credit mention for the Philadelphia Fellowship Commission and WFIL as the originating station. We shall be glad to work up a series of broadcasts using either the scripts or transcriptions of a good variety of subjects.

Under separate cover we are sending you a copy of the pamphlet "The Radio Listener's Bill of Rights" by Charles A. Siepmann. We call your attention particularly to page 35 where Mr. Siepmann points out the "Within Our Gates" series as being outstanding among public service dramatic programs.

We look forward to hearing from you.

Sincerely yours,

*Maurie H. Orodener*

Maurie H. Orodener

mho:sw  
Encl.



## OFFICERS

REV. GEORGE A. TROWBRIDGE, *President*  
 DR. TANNER G. DUCKREY, *Vice-President*  
 ABRAHAM L. FREEDMAN, *Vice-President*  
 MARJORIE PENNEY, *Vice-President*  
 DR. W. WALKER CHEYNEY, *Treasurer*  
 MAURICE B. FAGAN, *Secretary*  
 FLORENCE L. KITE, *Chairman, Executive Staff*



## BOARD OF COMMISSIONERS

**Business** J. ROBERT JAMES  
 JOHN SCHEUER  
 HENRY LEE WILLET

**Civic** MRS. RAYMOND PACE ALEXANDER  
 MRS. CURTIS BOK  
 FRED A. BRILL, JR.  
 J. FRANCIS PINNEGAN  
 G. JAMES FLEMING  
 DR. FRANCES FUSSELL  
 MRS. WILLIAM R. GULLINS  
 EARL G. HARRISON  
 COL. CLINTON J. HARROLD  
 MRS. YARNALL JACOBS  
 J. BARCLAY JONES  
 MARIAN LANTZ  
 SHIPPEN LEWIS  
 DR. FRANK S. LOESCHER  
 MRS. ANNA M. MCGARRY  
 CLARENCE E. RICKETT

**Education** DR. J. STEWART BURGESS  
 DR. ALEXANDER H. FREY  
 ANNE WRIGHT

**Housing** DOROTHY SCHOELL MONTGOMERY

**Labor** FRANCIS COYLE

**Religion** DR. MORTIMER J. COHEN  
 DR. PAUL W. HOON  
 JOHN B. MCKELVEY  
 DR. E. LUTHER CUNNINGHAM

**Youth** DR. FRED D. WENTZEL

**Executive Director**  
 MAURICE B. FAGAN

**Assistant Director**  
 MARY CONSTANTINE

**Membership Secretary**  
 WILLIAM H. JEFFERYS, JR.

**Librarian**  
 JANE H. HUNTER



## Associated Agencies

FELLOWSHIP HOUSE

INTERNATIONAL INSTITUTE

NATIONAL ASSOCIATION FOR THE  
 ADVANCEMENT OF COLORED PEOPLE

NATIONAL CONFERENCE OF CHRISTIANS  
 AND JEWS

Race Relations Department

PHILADELPHIA JEWISH COMMUNITY  
 RELATIONS COUNCIL



# "WITHIN OUR GATES"

Philadelphia Fellowship Commission

Station WFIL, Philadelphia

Sundays 11:00 - 11:30 A.M.

1945

1-Wendell Willkie	Jan. 7	26-Thomas Jefferson	July 1
2-Benjamin Franklin	Jan. 14	27-The Shortest Bridge in the World	July 8
3-Emma Lazarus	Jan. 21	28-Bastille Day	July 15
4-Vladimir Zvorkin	Jan. 28	29-Ernie Pyle (repeat)	July 22
5-Paul Ehrlich	Feb. 4	30-Langston Hughes	July 29
6-Christus Attucks	Feb. 11	31-Arturo Toscanini	Aug. 5
7-Will Rogers	Feb. 18	32-Under Certain Conditions	Aug. 12
8-Alexander Fleming	Feb. 25	33-This is Peace (V-J Day)	Aug. 19
9-Al Smith	Mar. 4	34-George Gershwin	Aug. 26
10-Jane Addams	Mar. 11	35-Franklin D. Roosevelt	Sept. 2
11-Charles Drew	Mar. 18	36-A Senator's Folly	Sept. 9
12-Uriah P. Levy	Mar. 25	37-A Soldier Remembers	Sept. 16
13-Albert Schweitzer	Apr. 1	38-Richard Wright	Sept. 23
14-Matthew Henson	Apr. 8	39-A Major in Munich	Sept. 30
15-Franklin D. Roosevelt	Apr. 15	40-Wendell Willkie (repeat)	Oct. 7
16-Ernie Pyle	Apr. 22	41-Earl G. Harrison	Oct. 14
17-A Witness Takes the Stand A Trial of Those We Love	Apr. 29	42-The Tiger	Oct. 21
18-Mary White Ovington	May 6	43-Gen. Jonathan M. Wainwright	Oct. 28
19-The Four Chaplains	May 13	44-Charles Drew (repeat)	Nov. 4
20-Ugo Carusi	May 20	45-Emma Lazarus (repeat)	Nov. 18
21-Maj. Gen. Maurie Rose	May 27	46-Uriah P. Levy (repeat)	Nov. 25
22-Julius Rosenwald	June 3	47-Paul Ehrlich (repeat)	Dec. 2
23-Lou Gehrig	June 10	48-Guglielmo Marconi	Dec. 9
24-Dwight Eisenhower	June 17	49-Sergei Koussevitsky	Dec. 16
25-William Saroyan	June 24	50-Marian Anderson	Dec. 23
		51-Spyros Skouras	Dec. 30





# "WITHIN OUR GATES"

Philadelphia Fellowship Commission

Station WFIL, Philadelphia

Sundays 11:00 - 11:30 A.M.

1946

52-Irving Berlin	Jan. 6	78-Alfred Fleisher	July 7
53-John McCormick	Jan. 13	79-Martha McChesney Berry	July 14
54-Eric Johnston	Jan. 20	80-Father Damion	July 21
55-Elijah Parish Lovejoy	Jan. 27	81-Joseph Lee	July 28
56-William Allen White	Feb. 3	82-Mary McLoed Bethune	Aug. 4
57-Adolph S. Ochs	Feb. 10	83-Michael Idvorsky Pupin	Aug. 11
58-Chris J. Perry	Feb. 17	84-Louis Daguerre	Aug. 18
59-John Peter Zenger	Feb. 24	85-Helen Keller	Aug. 25
60-Henri Dunant	Mar. 3	86-Dean Dixon	Sept. 1
61-Al Smith (repeat)	Mar. 10	87-Edward Reilly Stettinius	Sept. 8
62-Henrietta Szold	Mar. 17	88-John Huston Finley	Sept. 15
63-George Washington Carver	Mar. 24	89-Johnny Appleseed	Sept. 22
64-Dr. Thomas Mann	Mar. 31	90-Lillian Wald	Sept. 29
65-Dr. Alvin Johnson	Apr. 7	91-Wendell Willkie (repeat)	Oct. 6
66-Harry M. Warner	Apr. 14	92-Phila. Fellowship Commission	Oct. 13
67-"One God"	Apr. 21	93-Arturo Toscanini (repeat)	Oct. 20
68-Sir William Osler	Apr. 28	94-Mrs. Eleanor Roosevelt	Oct. 27
69-Dr. Andrew W. Springs	May 5	95-James A. Bland	Nov. 3
70-Dr. Elizabeth Blackwell	May 12	96-Horace Mann	Nov. 10
71-Dr. Ernst Boris Chain	May 19	97-Sister Kenny	Nov. 17
72-Dr. Walter Reed	May 26	98-Judge Theodore Rosen	Nov. 24
73-Dorothea L. Dix	June 2	99-Dr. Florence Seibert	Dec. 1
74-Father Flannagan	June 9	100-Benjamin Benneker	Dec. 8
75-Fiorello H. LaGuardia	June 16	101-Frances Sweeney	Dec. 15
76-Rebecca Gratz	June 23	102-"One God" (repeat)	Dec. 22
77-Justice Oliver Wendell Holmes	June 30	103-Gutzon Borglum	Dec. 29



"WITHIN OUR GATES"

Philadelphia Fellowship Commission

Station WFIL, Philadelphia

Sundays 11:00 - 11:30 A.M.

1947

104--John Marshall	Jan. 5	130--Luther Burbank	July 6
105--Louis Marshall	Jan. 12	131--Joseph Goldberger	July 13
106--Thurgood Marshall	Jan. 19	132--Lawrence C. Jones	July 20
107--Thomas Reilly Marshall	Jan. 26	133--Lorenzo Coffin	July 27
108--Christopher Ludwig	Feb. 2	134--Mrs. Carrie Catt	Aug. 3
109--Haym Solomon	Feb. 9	135--Michael Heilprin	Aug. 10
110--Russell H. Conwell	Feb. 16	136--Dr. Clifford C. Young	Aug. 17
111--Thomas Paine	Feb. 23	137--Robert Russa Motan	Aug. 24
112--Clara Barton	Mar. 2	138--Uriah S. Stephens	Aug. 31
113--Dr. Charles S. Johnson	Mar. 9	139--Roger Williams	Sept. 7
114--Knut Rockne	Mar. 16	140--Nathan Strauss	Sept. 11
115--Mrs. Jane Hunter	Mar. 23	141--John Peter Altgeld	Sept. 21
116--Louis Brandeis	Mar. 30	142--Thomas Fitzsimmons	Sept. 28
117--"One God" (repeat)	Apr. 6	143--Anna Zenger	Oct. 5
118--Herbert H. Lehman	Apr. 13	144--Blanche Kelso Bruce	Oct. 12
119--Booker T. Washington	Apr. 20	145--Felix M. Warburg	Oct. 19
120--Emily Greene Balch	Apr. 27	146--Dr. Nathan F. Mossell	Oct. 26
121--Phila. (Bok) Award	May 4	147--Dr. Chevalier Jackson	Nov. 2
122--Florence Nightingale	May 11	148--Ellis A. Gimbel	Nov. 9
123--Emile Berliner	May 18	149--Harriet Tubman	Nov. 16
124--Walt Whitman	May 25	150--Sarah Josepha Hale	Nov. 23
125--Mrs. Wm. F. Paris	June 1	151--Charles P. Steinmetz	Nov. 30
126--Judah Touro	June 8	152--John Marshall Harlan	Dec. 7
127--Dr. Percy L. Julian	June 15	153--Dr. Charles Drew	Dec. 14
128--Samuel Gridley Howe	June 22	154--"One God" (repeat)	Dec. 21
129--Peter Cooper	June 29	155--Thomas G. Masaryk	Dec. 28





"WITHIN OUR GATES"

Philadelphia Fellowship Commission

Station WFIL, Philadelphia

Sundays 11:30 A.M.

1948

156-Patrick Henry	Jan. 4	181-Thomas Jefferson	July 4
157-Oscar Strauss	Jan. 11	182-William Proctor, Jr.	July 11
158-Thomas Erskine	Jan. 18	183-Dr. Selman A. Waksman	July 18
159-Frederick Douglass	Jan. 25	184-William Henry Hastie	July 25
160-Sophie Irene Loeb	Feb. 1	185-Dr. Alice Hamilton	Aug. 1
161-Richard Allen	Feb. 8	186-Jack Rosen	Aug. 8
162-Judge Ben Lindsay	Feb. 15	187-Dr. Stephen Smith	Aug. 15
163-Charles Evans Hughes	Feb. 22	188-Robert Russa Moton	Aug. 22
164-Dr. Louis Slotin	Feb. 29	189-Ignatz Philip Semmelweiss	Aug. 29
165-Josiah White	Mar. 7	190-John Patterson Green	Sept. 5
166-Dr. F. D. Funderberg	Mar. 14	191-James Madison	Sept. 12
167-Benjamin Cardozo	Mar. 21	192-Judge J. Loitman Barron	Sept. 19
168-Elias Howe	Mar. 28	193-Mary Engle Pennington	Sept. 26
169-Booker T. Washington	Apr. 4	194-Joseph Pulitzer	Oct. 3
170-Jacob H. Schiff	Apr. 11	195-Henry Cohen	Oct. 10
171-Salom Rizk	Apr. 18	196-Scott Bond	Oct. 17
172-Dr. Edward Livingston Trudeau	Apr. 25	197-Florence Nightingale	Oct. 24
173-Henry Monsky	May 9	198-Auguste Barthaldi	Oct. 31
174-Jacob Riis	May 16	199-Dr. Joseph Krauskopf	Nov. 7
175-Dr. Thomas W. Patrick, Jr.	May 23	200-Angelo Patri	Nov. 14
176-Maj.Gen. Maurie Rose	May 30	201-Ezra Cornell	Nov. 21
177-Paul De Kruif	June 6	202-Christopher Latham Sholes	Nov. 28
178-Herbert L. Maris	June 13	203-Dr. Lena Edwards	Dec. 5
179-Dr. Edward Jenner	June 20	204-Matthew Lyon	Dec. 12
180-Julius Rosenwald	June 27	205-Father George Lacombe	Dec. 19
		206-Edward Schnitzer	Dec. 26







DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
WASHINGTON 25, D. C.

IN REPLY REFER TO

25 February 1949

Pers-365-rb

Dear Station Manager:

Everyone Loves a Parade - When It's Led by the Navy Band.

And now the Navy is pleased to announce that, as a result of numerous requests from member stations of the Intercollegiate Broadcasting System, a series of fourteen quarter hour transcribed Navy Band programs has been produced especially for IBS and in the interest of naval officer procurement.

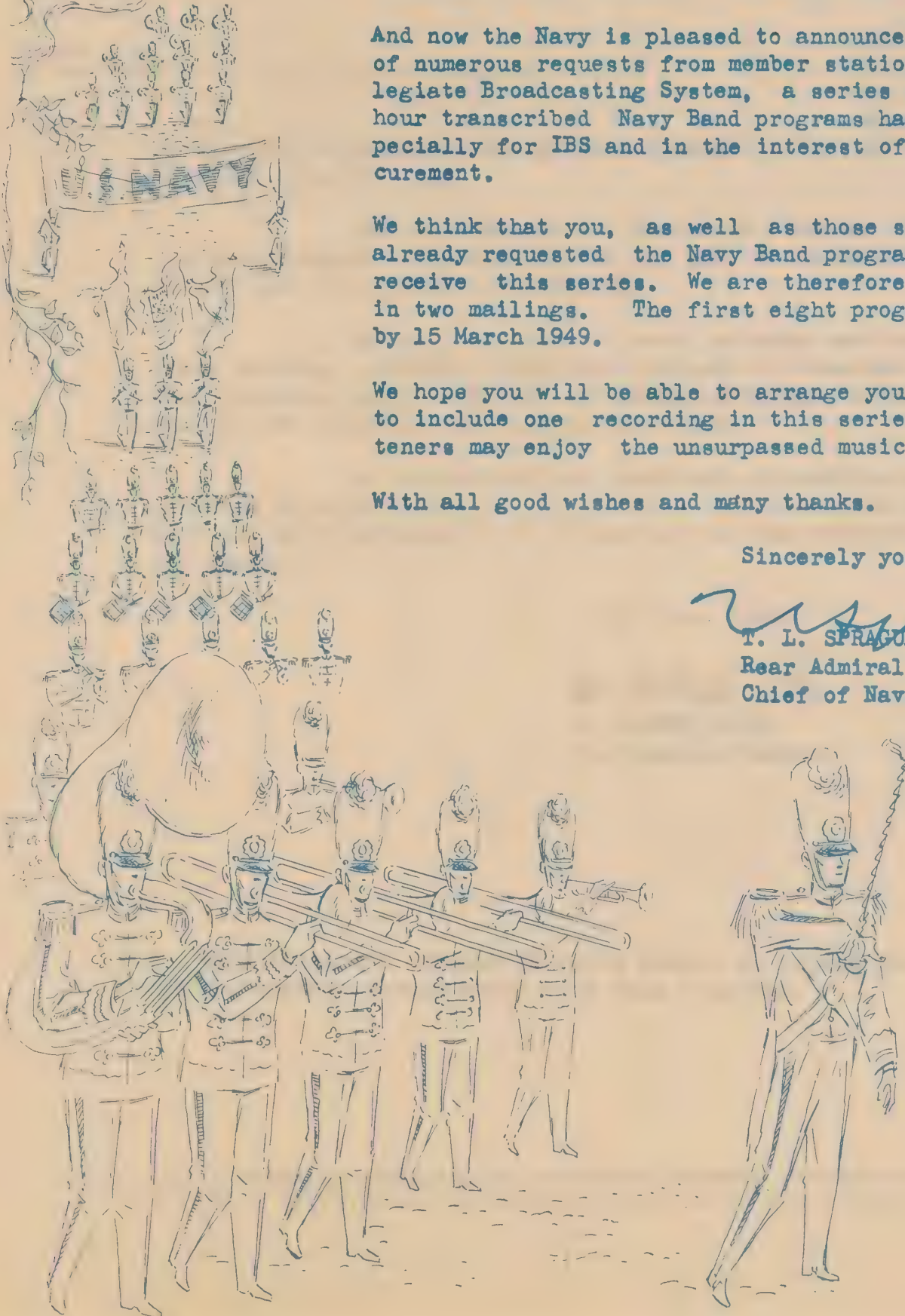
We think that you, as well as those stations which have already requested the Navy Band programs, would like to receive this series. We are therefore sending it to you in two mailings. The first eight programs will reach you by 15 March 1949.

We hope you will be able to arrange your program each week to include one recording in this series so that your listeners may enjoy the unsurpassed music of the Navy Band.

With all good wishes and many thanks.

Sincerely yours,

*T. L. Sprague*  
T. L. SPRAGUE,  
Rear Admiral, U.S. Navy,  
Chief of Naval Personnel.







# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

---

RETURN AFTER FIVE DAYS

OFFICIAL BUSINESS

W.A. PIKE  
INFORMATION SERVICE  
VETERANS ADMINISTRATION  
5000 WISSAHICKON AVE.  
PHILADELPHIA 1 PENNA.

VA FORM  
SEP 1948

**3-3015**

Existing stocks of FL 3-3, May 1946, will be used.





VETERANS ADMINISTRATION  
DISTRICT OFFICE NO. 3  
5000 WISSAHICKON AVENUE  
PHILADELPHIA 1, PENNA.

February 23, 1949

YOUR FILE REFERENCE:

IN REPLY REFER TO:

PHADR

TO THE PROGRAM DIRECTOR:

We are attaching franked self-addressed labels to be used in returning "Here's To Veterans" transcriptions after your station has finished with them. Please note that only one of these labels should be used on each package and that no postage is required. We are also attaching closing announcements to be used on the open end of "Here's To Veterans".

The 11th Series of "Here's To Veterans" programs is in the final stages of production and you will be notified in the near future when it is ready for release.

We will continue to send you each week spot announcements covering currently important subjects of veterans' affairs and the 15 minute script programs containing detailed information necessary to the veterans in the area you serve.

We appreciate the excellent cooperation shown the Veterans Administration in its endeavor to disseminate needed information and will continue to be of service to your station in whatever way possible.

Very truly yours,

W. ALBERT PIKE  
Information Service

P.S. When using the franked shipping labels to return used records, no single package should weigh more than 4 pounds.



There is a great deal of interest in the  
subject of the new book which has just  
appeared. It is a very interesting and  
valuable contribution to the literature of  
the subject.

The author has done a very good job of  
presenting the material in a clear and  
concise manner. The book is well  
written and is a very good read.

I have read the book and found it to be  
a very good one. It is a very good  
contribution to the literature of the  
subject and is a very good read.

The book is a very good one and is a  
very good contribution to the literature  
of the subject. It is a very good  
read and is a very good one.

VETERANS ADMINISTRATION  
5000 CESSNAH ORON AVENUE  
PHILADELPHIA 1, PA.

March 10, 1949

PMADR

TO THE PROGRAM DIRECTOR:

The 11th Series of "Here's  
To Veterans" is now being distributed.  
We ask that you assist us by completing  
the enclosed postage free return postcard  
indicating how you are using this transcribed  
series.

Friday  
Clarr B time

Many thanks for your sincere  
cooperation.

Very truly yours,

W. Albert Pike

W. ALBERT PIKE  
Information Service

Encl.





DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
WASHINGTON 25, D. C.

IN REPLY REFER TO

17 August 1949

Pers-365-rb

Dear Station Manager:

We are covering the campus with news - which will be of great interest to you.

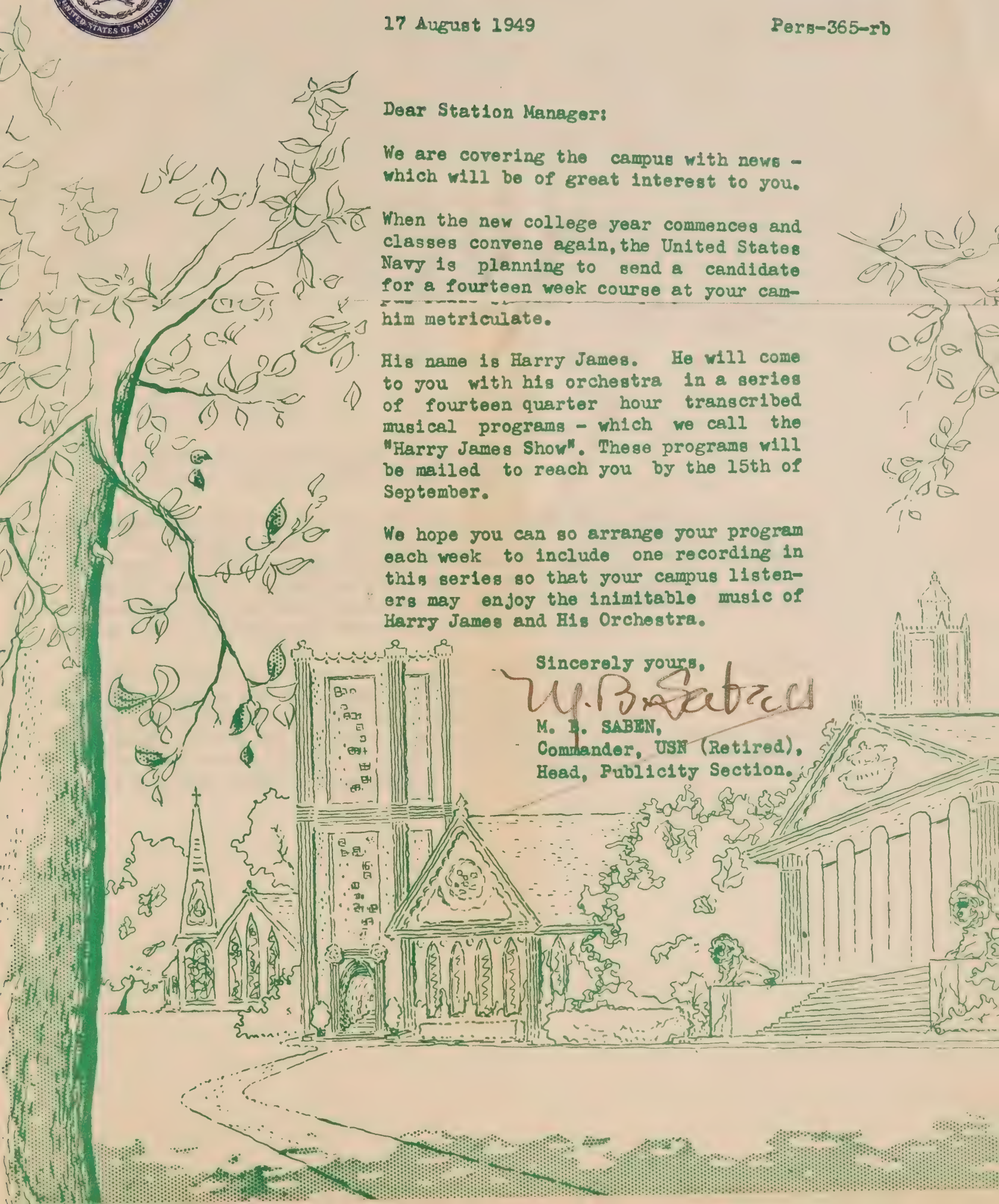
When the new college year commences and classes convene again, the United States Navy is planning to send a candidate for a fourteen week course at your campus - him metriculate.

His name is Harry James. He will come to you with his orchestra in a series of fourteen quarter hour transcribed musical programs - which we call the "Harry James Show". These programs will be mailed to reach you by the 15th of September.

We hope you can so arrange your program each week to include one recording in this series so that your campus listeners may enjoy the inimitable music of Harry James and His Orchestra.

Sincerely yours,

*M. B. Saben*  
M. B. SABEN,  
Commander, USN (Retired),  
Head, Publicity Section.







FEDERAL RADIO EDUCATION COMMITTEE  
Office of Education  
Washington 25, D. C.

November 28, 1949

TO: Program Directors  
All IBS Stations

FROM: Gertrude G. Broderick, Director  
Script and Transcription Exchange

Through the courtesy of the NAB we have acquired a generous supply of the recordings of model speeches which were distributed last year for promotion of the annual "Voice of Democracy" contest. We have placed some of them in our circulating library here in the Exchange, and in a conversation with George Abraham it was agreed that IBS stations might like to have copies for their recordings libraries.

We are, therefore, happy to send one under separate cover. Included in the package are two records of spot announcements that were broadcast over commercial stations at the time of the contest. These may no longer be useful for broadcast purposes, but we are sending them because they were included as part of the original packet. We sincerely hope you will enjoy having them.



# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

-----  
RETURN AFTER FIVE DAYS

OFFICIAL BUSINESS

JOHN RADOTICH  
INFORMATION SERVICE  
VA. DISTRICT OFFICE  
5000 WISCONSIN AVE.  
PHILADELPHIA 1 PA.

VA FORM  
SEP 1948

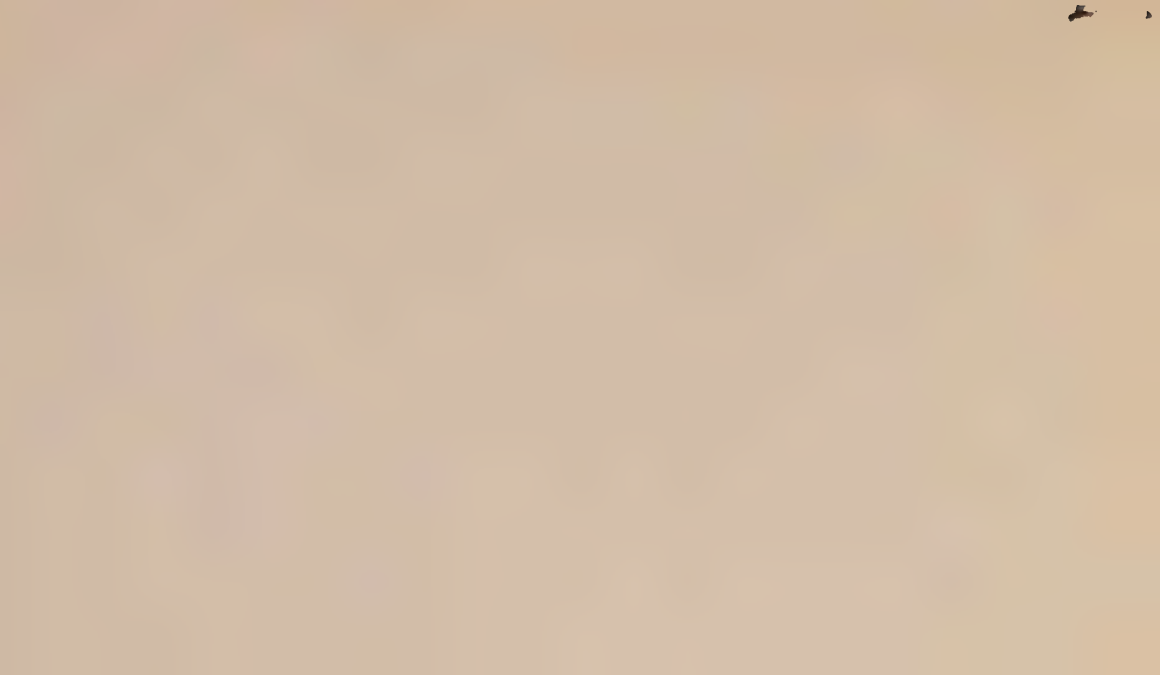
**3-3015**

Existing stocks of FL 3-3, May 1946, will be used.

GPO

16-42320-4





# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

---

RETURN AFTER FIVE DAYS

OFFICIAL BUSINESS

JOHN RADSTICH  
INFORMATION SERVICE  
VA. DISTRICT OFFICE  
5000 WISSANITKOL AVE.  
PHILADELPHIA 1 PA.

VA FORM  
SEP 1948

**3-3015**

Existing stocks of FL 3-3, May 1946, will be used.



# VETERANS ADMINISTRATION

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

---

RETURN AFTER FIVE DAYS

OFFICIAL BUSINESS

JOHN RADOWICH  
INFORMATION SERVICE  
VA. DISTRICT OFFICE  
5000 WISSAHICKON AVE.  
PHILADELPHIA 1 PA.

VA FORM  
SEP 1948

**3-3015**

Existing stocks of FL 3-3, May 1946, will be used.

GPO

16-42320-4





VETERANS ADMINISTRATION  
Information Service  
128 N. Broad Street  
Philadelphia 2, Pa.

DR-4

Locust 4-0400

February 2, 1950

Program Director:

The enclosed penalty indicia labels are  
forwarded for your use when returning completed discs of  
"Here's to Veterans".

When using these labels, it is requested  
that you do not exceed four pounds. This is the maximum  
weight allowed by the post office.

Appreciating your interest in the "Here's  
to Veterans" program, I am

Sincerely,

*John F. Radowich*  
JOHN F. RADOWICH  
Information Service Representative

Encls. 5

UNITED STATES DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

January 10, 1914

Dear Sir:

Very truly yours,

John D. Smith

Program Director

The enclosed report is for your information.

Very truly yours,

John D. Smith

Very truly yours,

John D. Smith

Very truly yours,

John D. Smith

Very truly yours,

John D. Smith

UNITED STATES DEPARTMENT OF AGRICULTURE  
WASHINGTON, D. C.  
January 10, 1914